



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Peter McWalters  
Commissioner

## VACANCY NOTICE

**April 2, 2006**

### RHODE ISLAND DEPARTMENT OF EDUCATION OFFICE OF SCHOOL SUPPORT & FAMILY ENGAGEMENT

**HIV | AIDS | SEXUALITY SPECIALIST  
(LIMITED PERIOD APPOINTMENT\*)  
\$67,108 - \$83,108**

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APPLICATION PERIOD:

All resumes must be received or post-marked on or before **April 18, 2006** or until position is filled.

DUTIES AND  
RESPONSIBILITIES:

See attached job description.

APPLICATIONS:

Send resume, all transcripts, and two current letters of reference to:

Paula A. Rossi, SPHR, Director  
Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be e-mailed to [christine.arslanian@ride.ri.gov](mailto:christine.arslanian@ride.ri.gov)  
Transcripts and signed letters of reference should be mailed.

\* The position is funded through February 2008 by the Centers for Disease Control  
***REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN  
BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE  
JOB.***

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600    **Fax** (401)222-6178    **TTY** 800-745-5555    **Voice** 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex,  
sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY  
EDUCATION**  
**NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** HIV | AIDS | Sexuality Specialist

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for planning, development, and implementation of programs and activities for HIV/AIDS/Sexuality education. Additionally, employees in this class are responsible for integrating these areas with coordinated school health programs.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with other wide with latitude for the exercise independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Ensures high quality HIV/AIDS, Family Life, and Sexuality programs and policies are in place in RI school districts in order to help young people make good and knowledgeable decisions and avoid risky behaviors.

Provides assistance to teachers, parents, school districts, and other state agencies regarding HIV/AIDS/Sexuality/Family Life/School Environmental issues to ensure proper understanding of these issues and how they relate to coordinated school health.

Provides technical assistance and support to schools and communities to implement integrated health, education and social services as a strategy to improve student achievement.

Ensures capacity building among schools and districts and other state, local, and community agencies, in support of HIV/AIDS, Family Life, and Sexuality education related issues by providing resources and professional development to increase awareness and understanding designed to improve student outcomes and family/community engagement.

Works closely with other agencies such as the RI Department of Health, Offices of Family, Youth, and School Success and HIV/AIDS, and other state and community partners.

Coordinates and leads the effort to produce the School Health Chronicle, the RI Coordinated School Health Program newsletter in an effort to inform outside agencies and the general public regarding health related issues.

Prepares and ensures timely submissions of grant applications related to assigned areas in order to ensure funding that includes grant management functions such as preparing reports, recording program updates, and reviewing budget status.

Participates on various committees, projects, and task groups as assigned.

Develops, conducts, and evaluates professional development programs including online teaching regarding comprehensive health to ensure teachers and administrators are properly trained.

Participates in various projects and committees in order to provide program development, implementation, and evaluation services.

Develops, implements and evaluates potential resources, materials and programs to promote ongoing development of HIV/AIDS/Sexuality/Family Life programs.

Performs related work as assigned.

### **REQUIRED QUALIFICATIONS**

#### **KNOWLEDGE AND SKILLS:**

Knowledge of HIV/AIDS, Family Life, and Sexuality education programs at the elementary and secondary levels.

Knowledge of standards-driven curriculum, instruction, assessment, and school improvement practices.

Knowledge of applicable Federal, State and local laws, rules and regulations.

Knowledge of program development, implementation and evaluation principles.

Knowledge of comprehensive health related principles.

Skilled in grant writing and management.

Skilled in overseeing and evaluating grants.

Skilled in planning, coordinating, and facilitating professional development.

Skilled in operating a computer and applicable software applications.

Skilled in teaching online.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Skilled in the ability to communicate in Spanish or Portuguese preferred.

**EDUCATION:** Masters Degree in Health Education or Administration, or in related fields.

**EXPERIENCE:** Five years of experience in a health education field with specialization in HIV, AIDS, sexuality, and family life.

**and/or** any combination of knowledge, skills and experience that is substantially equivalent.

**Reasonable accommodations can be made for qualified individuals with a disability.**

**Must have own transportation and be available evenings and occasionally on weekends.**

Date: March 2006